

CM/ECF Version 3.1

New Features for Attorney Users



USDC, Southern District of Alabama

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CM/ECF Version 3.1

ENHANCEMENTS AFFECTING ATTORNEY USERS

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Cascading Menus

You have the option of using the new cascading menus or continuing to use the existing static menus.



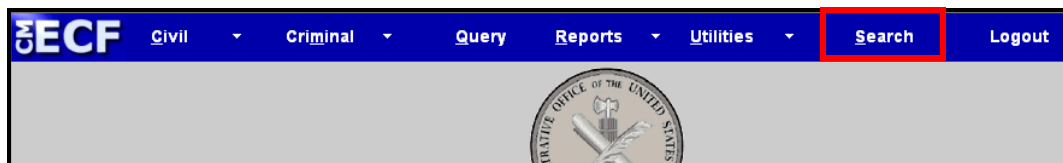
Notice the Civil, Criminal, Reports, and Utilities selections have a down arrow next to them, which indicates the presence of a sub-menu. To use the keyboard to display a sub-menu, press and hold the **ALT** key together with the underlined letter in the menu name (ALT + C).

A sub-menu may have its own sub-menu, as indicated by the arrow to the right of the menu name.

Placing the mouse pointer over a primary sub-menu option displays the lower level sub-menu. Click the desired menu category to display the events on that menu.

Search Menus and Events

A search option has been added to the Main Menu.



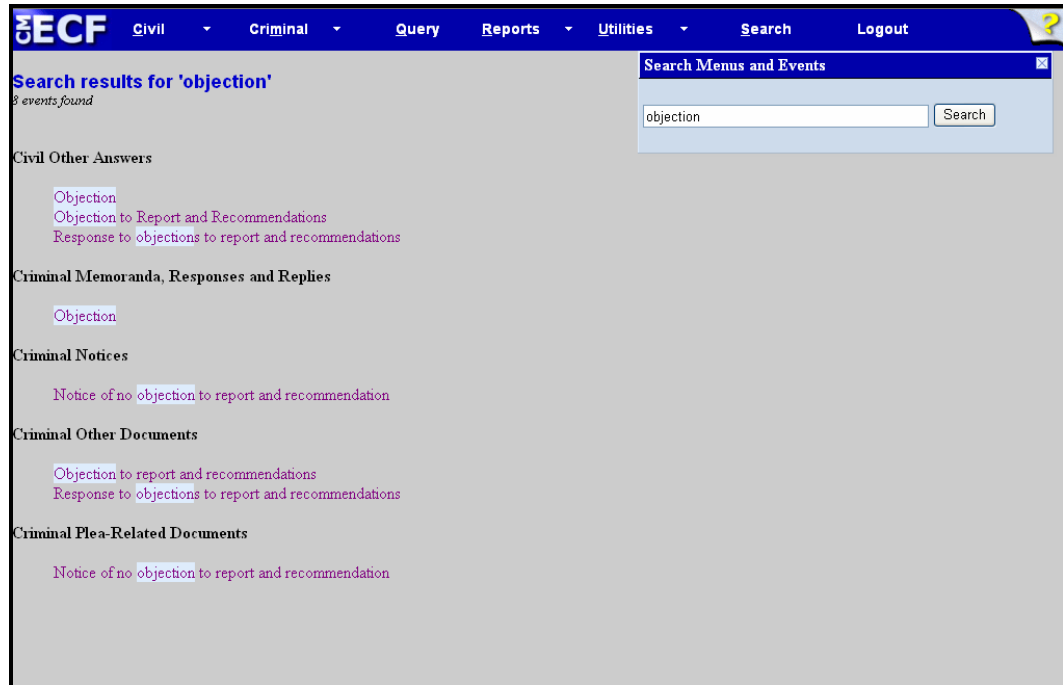
Clicking on Search displays the Search Menus and Events window.



New Features for Attorney Users

In this window enter all or part of the name of the event to be found. For example, to find an Objection to Report and Recommendations event, type “objection” in the box and click the Search button.

CM/ECF will display a list of events which contain the entered word or string of words and the menu on which the event can be found.



To file the document, simply click on the appropriate event.

Docket Event Search within a Category

After selecting an event category, CM/ECF will display a list of events within the category and an event search box. This is an example of the Motions category.

The screenshot shows the CM/ECF interface for the Motions category. At the top, there are navigation tabs: Civil, Criminal, Reports, Utilities, Search, and Logout. Below the tabs, the page title is 'Motions'. A red warning message states: 'PURSUANT TO ADMINISTRATIVE PROCEDURE II(A)(1)(b), IF THIS IS AN EMERGENCY MOTION YOU MUST CONTACT THE APPROPRIATE CLERK'S OFFICE TO NOTIFY THE COURT OF THE EMERGENCY FILING.' Below this, there is a search box with the text 'Search for event... OR' and a 'Start typing to find an event.' prompt. To the right of the search box is a 'Selected Events (click to remove events)' field. Below the search box is a list of 'Available Events (click to select events)'. The list includes: Affirm secretarys/commissioners decision, Allow electronic equipment, Alter judgment, Amend/correct, Appeal in forma pauperis, Appeal in forma pauperis/affidavit of indigency, Appear pro hac vice, Appear telephonically, Application for stay of execution, Appoint counsel, Appoint custodian, Appoint expert, Appoint guardian/attorney ad litem, Appoint receiver, and Approve Consent Judgment. A yellow callout bubble points to the search box, and another points to the event list.

To find an event within the category, either scroll down the list or in the search box type all or part of a word from the name of the event.

For example, to locate the Dismiss event, type "dism" in the search box. CM/ECF will display a list of events which have a word starting with the letters entered. Click on the desired event to select it from the list.

The screenshot shows the CM/ECF interface for the Motions category. At the top, there are navigation tabs: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the tabs, the page title is 'Motions'. A red warning message states: 'PURSUANT TO ADMINISTRATIVE PROCEDURE II(A)(1)(b), IF THIS IS AN EMERGENCY MOTION YOU MUST CONTACT THE APPROPRIATE CLERK'S OFFICE TO NOTIFY THE COURT OF THE EMERGENCY FILING.' Below this, there is a search box with the text 'dism' and a 'Click your selection, or use arrows to highlight it and press Enter.' prompt. To the right of the search box is a 'Selected Events (click to remove events)' field. Below the search box is a list of 'Available Events (click to select events)'. The list includes: Dismiss, Dismiss/Lack of Jurisdiction, and Dismiss/Lack of Prosecution. A yellow callout bubble points to the search box.

Note: The search will begin with the first letter typed; therefore, the search function does not accommodate the use of wildcard characters.

New Features for Attorney Users

The selected event will be added to the Selected Events box, and the list of available events will again be displayed.

Continue with event selection until all necessary events have been added to the Selected Events box. If an incorrect event is selected, click on the event to remove it from the list.

The screenshot shows the ECF Motions interface. At the top is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a red warning message: "PURSUANT TO ADMINISTRATIVE PROCEDURE II(A)(1)(b), IF THIS IS AN EMERGENCY MOTION YOU MUST CONTACT THE APPROPRIATE CLERK'S OFFICE TO NOTIFY THE COURT OF THE EMERGENCY FILING." Below the warning is a search bar with the placeholder text "Start typing to find another event." The main area is divided into two columns. The left column is titled "Available Events (click to select events)" and contains a list of events: Affirm secretaries/commissioners decision, Allow electronic equipment, Alter judgment, Amend/correct, Appeal in forma pauperis, Appeal in forma pauperis/affidavit of indigency, Appear pro hac vice, Appear telephonically, Application for stay of execution, Appoint counsel, Appoint custodian, Appoint expert, Appoint guardian/attorney ad litem, Appoint receiver, and Approve Consent Judgment. The right column is titled "Selected Events (click to remove events)" and contains a list of selected events: Dismiss and Summary judgment. At the bottom of the screen are "Next" and "Clear" buttons.

Once all of the necessary events have been selected, click the [Next] button to continue.

Searching for a Case Number

The Case Number look-up screen has been modified to reduce the number of screens you must navigate to find a full case number.

The screenshot shows the ECF Motions interface. At the top is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below the navigation bar is a red warning message: "PURSUANT TO ADMINISTRATIVE PROCEDURE II(A)(1)(b), IF THIS IS AN EMERGENCY MOTION YOU MUST CONTACT THE APPROPRIATE CLERK'S OFFICE TO NOTIFY THE COURT OF THE EMERGENCY FILING." Below the warning is a search bar with the placeholder text "Start typing to find another event." The main area is divided into two columns. The left column is titled "Available Events (click to select events)" and contains a list of events: Affirm secretaries/commissioners decision, Allow electronic equipment, Alter judgment, Amend/correct, Appeal in forma pauperis, Appeal in forma pauperis/affidavit of indigency, Appear pro hac vice, Appear telephonically, Application for stay of execution, Appoint counsel, Appoint custodian, Appoint expert, Appoint guardian/attorney ad litem, Appoint receiver, and Approve Consent Judgment. The right column is titled "Selected Events (click to remove events)" and contains a list of selected events: Dismiss and Summary judgment. At the bottom of the screen are "Next" and "Clear" buttons.

After a partial case number is entered, the screen shown on the next page will automatically display.

Once a partial case number is entered, click the Find This Case button to begin the case number look-up process.

The screenshot shows the ECF Motions interface. At the top is a navigation bar with links: Civil, Criminal, Query, Reports, Utilities, Search, and Logout. Below this, the 'Motions' section is active. A 'Civil Case Number' input field contains '06-1'. To its right is a 'Find This Case' button. Below the input field are 'Next' and 'Clear' buttons. A yellow callout bubble points to the 'Next' button, stating: 'The Next button remains grayed out until a full case number is selected.'

When only a portion of a case number is entered, all possible case number matches will display on the same screen as the initial look-up field.

The screenshot shows the ECF Motions interface after a search. The 'Civil Case Number' input field still contains '06-1'. To its right is a 'Hide Case List' button. Below the input field, a list of case numbers is displayed, each with a checkbox:

- ☐ 2:06-cv-00001-GKS KPS Jones v. Kite Industries
- ☐ 2:06-mc-00001-VMC-SPC Jones v. Smith
- ☐ 3:06-mc-00001-MCR USA
- ☐ 5:06-cv-00001 v. Duck et al
- ☐ 6:06-cv-00001-JGG Brown v. Lee
- ☐ 6:06-mc-00001 Wal-Mart Stores, Inc. v. K-Mart
- ☐ 8:06-mc-00001-SCB-EAJ Piper v. Woody (closed)

 Below the list are 'Next' and 'Clear' buttons. A yellow callout bubble points to the first checkbox, stating: 'Selecting a case number checkbox activates the Next button.'

Once the full case number is located, select the proper case number checkbox to continue with docketing.

Notice of Electronic Filing (NEF) 'Free Look'

Beginning with Release 3.1 only case participants will receive one free look at documents that are accessed via the Notice of Electronic Filing (NEF). Text on the NEF and on the E-mail Information screen explains the new functionality.

New Text on Individual NEFs:

NOTE TO PUBLIC ACCESS USERS

Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

New Text at the Top of the Daily Summary Report

NOTE TO PUBLIC ACCESS USERS

This Daily Summary Report may contain documents for which one or more of the following policies apply:

Judicial Conference of the United States policy permits attorneys of record and parties in a case (including pro se litigants) to receive one free electronic copy of all documents filed electronically, if receipt is required by law or directed by the filer. PACER access fees apply to all other users. To avoid later charges, download a copy of each document during this first viewing.

There is no charge for viewing opinions.

You will be charged for viewing transcripts according to the total number of pages; the usual 'free look' and 30 page limit do not apply.

New Text on the E-mail Information Screen

Accessed via Maintain Your Account and Maintain Your E-mail for a Primary E-mail Address (when the Additional Cases option has been selected):

The 'free look' does not apply when viewing documents in these cases.

Accessed via Maintain Your Account and Maintain Your E-mail for Secondary E-mail Address (when the Additional Cases option has been selected):

The 'free look' does not apply when viewing documents in these cases for which you are not a participant.

Reports

Calendar Events Report

You can now choose whether docket text is included in the report output for the Calendar Events Report.

Civil Cases Report

The Civil Cases Report can be generated based on jurisdiction code.

Criminal Cases Report

The Criminal Cases Report can be generated based on citation code.

Docket Report

Similar to PDF document headers, configurable headers are available for the new PDF version of the Docket Report. You now have the option of running the Docket Report in HTML format (unpaginated) or PDF format (paginated). If the report is run in PDF format, headers can be added to the report output, based on court preferences.

Several improvements allow you to easily view and print documents and docket sheets. You can view, print, or download all of the documents for multiple docket entries and view, print, or download the document and all attachments for a single docket entry.

Viewing and/or Downloading all Documents for a Single Docket Entry

You now have the option to View or Download all documents for a single docket entry, including attachments. When you click on a document number hyperlink from the Docket Report or the Docket Activity Report, two new buttons appear at the bottom of the Document Selection Menu screen: **View All** and **Download All**.

Document Selection Menu

Multiple Documents

Select the document you wish to view.

Part	Description	
1	Main Document	1 page
2	Exhibit 1	1 page

or 2 pages

If you click **View All**, a confirmation screen is displayed with multiple receipts (one per document), the total billable pages, and the total cost. If you click **View Document**, the main document and all of the PDF attachments for the docket entry are combined into a single PDF and displayed on the screen. You may print the documents from the screen.

Keep in mind that there is a limit to the size of the file that is created when combining the main document and all of the attachments for the docket entry into one single PDF. This file size limit is listed on the Court Information site. If the size of the combined PDF would exceed this limit, the aggregated file is not created; you can still view the documents individually.

The ability to view and/or download all of the documents for a single docket entry is not available on our public terminals.

ECF Query Reports Utilities Logout

To accept charges shown below, click on 'View Document', otherwise click the 'Back' button on your browser.

Total Billable Pages: 13
Total Cost: 1.04

[View Document](#)

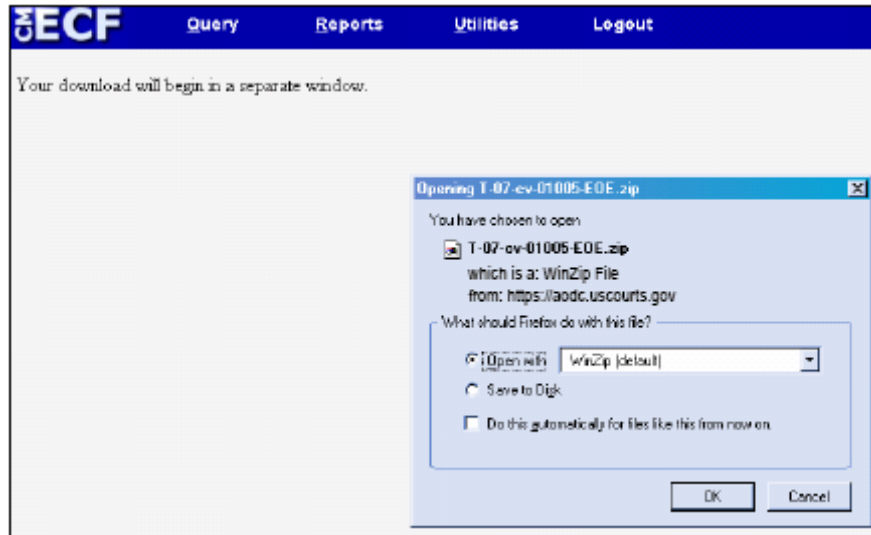
Pacer Service Center
Transaction Receipt
Fri Apr 6 11:09:21 EDT 2007

Pacer Login:		Client Code:	
Description:	Image 5-0	Case Number:	T 07-cv-01065-BOE
Billable Pages:	1	Cost:	0.08

Pacer Service Center
Transaction Receipt
Fri Apr 6 11:09:21 EDT 2007

Pacer Login:		Client Code:	
Description:	Image 5-1	Case Number:	T 07-cv-01065-BOE
Billable Pages:	4	Cost:	0.32

If you click **Download All** (on the screen shown above), a confirmation screen is displayed with multiple receipts (one per document), the total billable pages, and the total cost. If you click **Download Documents**, the main document and all of the PDF attachments for the docket entry are combined in a ZIP file and a dialogue box is displayed for you to select a destination directory for the ZIP file (the screen is similar to the one below). Once you select a destination directory and filename, the ZIP file is saved in the specified location. The ZIP file is stored in a format that results in separate component files upon decompression.



Viewing and/or Downloading All Documents for Multiple Docket Entries

You can now select multiple documents from a docket sheet to view or download at the same time. If you view the documents, they will be combined into a single PDF. Downloading the documents puts them (and all attachments) into a ZIP file you can save.

The screenshot shows the "Docket Sheet" form. It includes fields for "Case number", "Filed" or "Entered" dates, and "Documents" range. Under the "Include:" section, several checkboxes are checked, including "Parties and counsel", "Terminated parties", "List of member cases", "Restricted entries", "Sealed entries", "Links to Notices of Electronic Filing", and "Related documents". The "View multiple documents" checkbox under the "Document options:" section is highlighted with a red box. Other options include "Include headers when displaying PDF documents", "Create Record on Appeal", "Create abridged docket report", and "Format" (HTML or PDF). At the bottom, there are buttons for "Run Report", "Clear", and a checkbox for "Make these options my default", along with a "Schedule this to run" dropdown.

Select the *View multiple documents* checkbox and click [Run Report].

The docket sheet will appear with checkboxes next to the docket entries.

Date Filed	#	Select all / clear	Docket Text
01/03/2006	1	<input type="checkbox"/>	COMPLAINT against Kite Industries ; jury demand filed by George Jones (SMS,) (Entered: 01/03/2006)
01/03/2006	2	<input type="checkbox"/>	ORDER transferring case to Jacksonville. New Case Number is 3:05-cv-1309-J-25MMH. Signed by Judge G. Kendall Sharp on 1/3/2006. (SMS,) (Entered: 01/03/2006)
03/28/2006	3	<input type="checkbox"/>	ORDER directing administrative closure Signed by Judge G. Kendall Sharp on 3/28/2006. (kma) (Entered: 03/28/2006)
05/30/2007	4	<input type="checkbox"/>	NOTICE testing link in pdf by George Jones re 1 Complaint (DR) (Entered: 05/30/2007)

View Selected

or

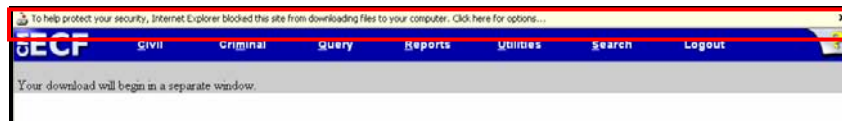
Download Selected

To View

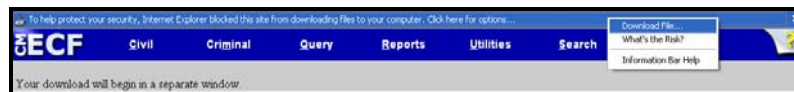
1. Click [View Selected]. The documents will open as a single PDF.

To Download

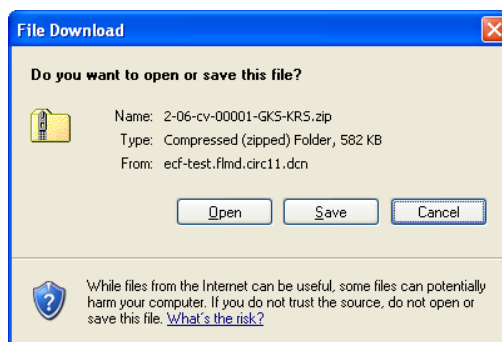
1. Click [Download Selected]. Depending on your browser settings you may get a message that the site was blocked from downloading the files to your computer.



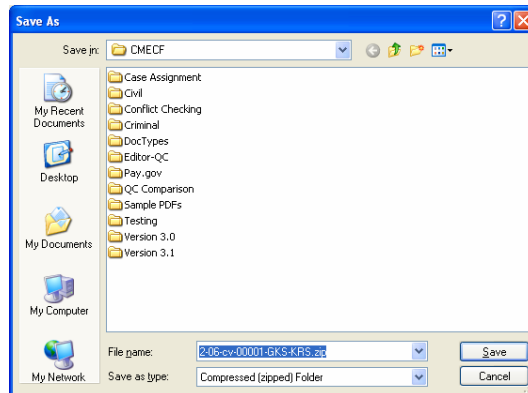
2. If you get this message, click in the yellow area and select *Download File...*



3. On the File Download dialog box, click [Save].



4. Find a location to save the file, and if you want, rename it. Click [Save].



PACER Billing Scenarios for Attorneys

When a PACER user accesses a document for the first time via the Notice of Electronic Filing, he/she will not incur fees for accessing the newly filed document, but access to any hyperlinked document from within the original document **will incur a fee.**

When a PACER user accesses a document after the first look, or accesses it from a docket sheet, he/she will be charged for the original document and any documents displayed when using a hyperlink.

If documents filed in the same transaction contain hyperlinks to each other, the free look will be available from the document number hyperlink displayed on the NEF document submenu, not from the hyperlinks in the documents themselves. The following note was added to the document submenu screen: **“To view the main document and its attachments without incurring a PACER fee, click on the hyperlinks displayed on this menu. You will incur a PACER fee to view CM/ECF documents from hyperlinks within the documents.”**

Docketing

Displaying Document Paths

The full path and filename for any uploaded documents will be displayed on the Final Docket Text screen during docketing. This allows you to confirm that the proper documents have been uploaded for the docket entry.

Requiring a Description when Filing Attachments

When adding an attachment to a document via docketing, you must either select an attachment category or enter a description or both, before continuing.

